



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS UNITED STATES ARMY FORCES COMMAND**  
**1777 HARDEE AVENUE SW**  
**FORT MCPHERSON GEORGIA 30330-1062**

REPLY TO  
ATTENTION OF

AFLG-PR

26 January 2001

**MEMORANDUM FOR ALL FORSCOM DOCS**

**SUBJECT: Contracting Information Letter (CIL) 01-10, Requesting Acquisition Position List (APL) Numbers**

1. New procedures are now in place for requesting APL numbers. Please disregard CIL 00-26, dated 2 May 2000, in its entirety and replace it with this one. The forms provided in CIL 00-26 will no longer be accepted.
2. Civilians and military personnel now have different forms to use when requesting APL numbers. See enclosure 1 for the form and instructions for civilians and enclosure 2 for the military form and instructions. When completed, forms may be faxed (DSN 367-6247/7285) or emailed (thomasw@forscom.army.mil) to Clyde Thomas.

2 Encls  
as

A handwritten signature in black ink, appearing to read "Toni M. Gaines", is positioned above the typed name.

**TONI M. GAINES**  
Acting Chief, Contracting Division, DCSLOG  
Acting Principal Assistant Responsible  
for Contracting

NAME:

INSTALLATION:

## Civilian Acquisition Position Data

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### Position Data

CAPL NUMBER:	SSN:	COMPONENT:
CPCN:	PAY PLAN:	TARGET GRADE:
COMMAND: FC	UIC:	
ORGANIZATION:		
TDA PARA NO:	TDA LINE NO:	TDA VERSION:
OCC SERIES:	CAREER PGM: 14	POI:

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### Acquisition Codes

APC:  
APT:  
ACL:  
API:  
SAA:

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### *For Contracting Positions Only:*

APC (2):  
ACS-PRI:  
ACS-SEC:

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### Position Description

POSITION TITLE:	DISPOSITION:
DUTIES AND RESPONSIBILITIES:	REVIEW DATE:

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### Rater/Senior Rater

RATER DUTY TITLE:

SENIOR RATER DUTY TITLE:

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ENCL 1

## CIVILIAN ACQUISITION POSITION REFERENCE INFORMATION

Users should consult current authorization documents (TDA or TOE) and applicable references (DOD 5000.52-M and DODI 5000.55) when making updates. Contact the Civilian Personnel Office for other questions.

CAPL NUMBER	Each position on the CAPL has a unique CAPL number. The CAPL proponent will assign CAPL numbers. The number is a 9-digit alphanumeric (example AE970011C) where the first two digits indicate the command, the next two the fiscal year the position was established, and the 'C' on the end represents a civilian position. Not editable.
SSN	The social security number of the person occupying the position (not a required field).
CPCN	Civilian Position Control Number. This is a ten-digit alphanumeric used to identify a civilian position. The servicing CPO assigns it.
PAY PLAN	The pay plan of the position. This is a two-digit field (e.g. GS for General Schedule).
TARGET GRADE	The target grade of the position. This is a two digit numeric field (example: 00 for SES). This may or may not be the same as the pay grade of the incumbent.
COMMAND	Command Code. Two-digit identifier to indicate a command (example: AE is AAESA).
UIC	Unit Identification Code. Taken from unit's authorization document TOE or TDA (example: W4GGAA for TACOM, W27P11 for PEO STAMIS). This is a six-digit field.
ORGANIZATION	Text description associated with the UIC. This is automatically updated and not editable.
TDA PARA NO.	Position paragraph from the current authorization document.
TDA LINE NO.	Position line Number from the current authorization document.
TDA VERSION	The version of the authorization document used for the review (e.g. 0199).
OCC SERIES	Four digit number indicating a specialized line of work to include level of difficulty and responsibility (e.g. 1102 for contracting).
CAREER PROGRAM	Two-digit number indicating career program for the position (example: 13 for Supply Management).
POI	Personnel Office Identifier. This is a four-digit number indicating the supporting Civilian Personnel Office that is authorized to appoint or separate an employee.
APC	Acquisition Position Category: This single digit letter identifies functional subsets of different acquisition

	<p>positions.</p> <ul style="list-style-type: none"> <li>• A = PROGRAM MANAGEMENT (Applies to PEO/PM, direct matrix support, and TRADOC positions not coded C, R, S, or T)</li> <li>• C = CONTRACTING</li> <li>• D = INDUSTRIAL PROPERTY MANAGEMENT</li> <li>• E = PURCHASE AND PROCUREMENT ASSISTANT</li> <li>• G = MANUFACTURING &amp; PRODUCTION</li> <li>• H = QUALITY ASSURANCE</li> <li>• K = BUSINESS, COST ESTIMATES, FINANCIAL MANAGEMENT</li> <li>• L = ACQUISITION LOGISTICS</li> <li>• R = COMMUNICATIONS-COMPUTER SYSTEMS</li> <li>• S = SYSTEMS PLANNING RESEARCH, DEVELOPMENT AND ENGINEERING</li> <li>• T = TEST &amp; EVALUATION</li> <li>• V = PROGRAM MANAGEMENT OVERSIGHT</li> <li>• X = EDUCATION, TRAINING, AND CAREER DEVELOPMENT</li> </ul>
APT	<p>Acquisition Position Type. Select the number corresponding to the proper description of the position from the information below. A required field.</p> <ul style="list-style-type: none"> <li>• 1= Critical Acquisition Position - but not a PM, DPM, Commander, Director, or Division Chief.</li> <li>• 2= Critical Acquisition Position - a PM, DPM, Commander, Director, or Division Chief.</li> <li>• 3= Developmental Acquisition Position - <b>this code is not used by the Army.</b></li> <li>• 4= Acquisition position neither developmental nor critical.</li> <li>• 5= Critical Acquisition Position - Developmental</li> </ul>
ACL	<p>Acquisition Career Level Required. The level at which the incumbent should be certified to fully perform the duties of the position.</p> <ul style="list-style-type: none"> <li>• 1 - Career Level I (Basic GS5/7)</li> <li>• 2 - Career Level II (Intermediate GS9/12)</li> <li>• 3 - Career Level III (Senior GS13 and above)</li> </ul>
API	<p>Acquisition Program Indicator. This code applies only for PM and Deputy PM positions. This will be left blank for all other positions.</p> <ul style="list-style-type: none"> <li>• Blank = Not Applicable</li> <li>• 1 = Major defense acquisition program (ACAT I)</li> <li>• 2 = Significant, non-major defense acquisition program (ACAT II)</li> <li>• 3 = ACAT I &amp; II defense acquisition program</li> </ul>

	<ul style="list-style-type: none"> <li>• 4 = ACAT III or IV acquisition programs (non-major)</li> <li>• 9 = None of the above</li> </ul>
SAA	<p>Special Acquisition Assignment. Indicate the appropriate code if the position carries with it the following special assignments.</p> <ul style="list-style-type: none"> <li>• A = Program Executive Officer</li> <li>• B = Program Manager</li> <li>• C = Deputy Program Manager</li> <li>• D = Senior Contracting Official. The Director and Deputy Directors of Contracting within: the office of the Secretary of a Military Department, Office of the Secretary of Defense, headquarters of a Military Department, headquarters of Defense Agencies, major command headquarters and subordinate headquarters, or in a major systems or logistics contracting activity</li> <li>• E = Education, training, and career development position</li> <li>• F = Contracting Officer. Warranted contracting officers above the small purchase threshold.</li> <li>• G = A and F, above.</li> <li>• H = B and F, above.</li> <li>• J = C and F, above.</li> <li>• K = D and F, above.</li> <li>• L = Deputy PEO</li> </ul>
APC (2)	<p>Second APC required for those positions with primary APC 'C.' Use the same codes as APC, above.</p>
ACS-PRI	<p>Acquisition Career Specialty - Primary This applies to APC C only</p> <ul style="list-style-type: none"> <li>• Blank = N/A</li> <li>• 1 = Primarily pre-award oriented</li> <li>• 2 = Primarily post-award oriented</li> <li>• 3 = Primarily cost/price analysis oriented</li> <li>• 4 = Both pre-award and post-award oriented</li> <li>• 5 = Primarily post, station, installation (base oriented)</li> <li>• 6 = Contracting for Construction</li> <li>• 8 = None of the above</li> <li>• 9 = Unknown</li> </ul>
ACS-SEC	<p>Acquisition Career Specialty - Secondary. This applies to APC C only.</p> <ul style="list-style-type: none"> <li>• Blank = N/A</li> <li>• 1 = Acquisition of Information Resources</li> <li>• 2 = Major System Acquisition (&gt;50% time spent)</li> <li>• 3 = Both 1 and 2</li> <li>• 8 = None of the above</li> </ul>

	<ul style="list-style-type: none"> <li>• 9 = Unknown</li> </ul>
POSITION TITLE	The Title of the Position (example: GENERAL ENGINEER).
DISPOSITION	<p>Disposition Indicator. Indicates the position status applicable to the CAPL Review. This field is automatically updated and not editable by the user.</p> <ul style="list-style-type: none"> <li>• BLANK: Position not reviewed.</li> <li>• RETAINED/NO CHANGE: This is a position on the CAPL that should remain unchanged.</li> <li>• RETAINED/ADMIN: This is a position on the current CAPL for which changes are necessary.</li> <li>• ADD: A new job function.</li> <li>• DELETE: This is a position on the CAPL that should be deleted.</li> <li>• DELETE (Not CAPL, but AWD). This is a position identified as AWD, but not desired to be part of the CAPL</li> <li>• DELETE (Not CAPL, not AWD). This is a position identified as AWD, but not desired to be part of either the CAPL or AWD.</li> </ul>
REVIEW DATE	Indicates the date that the position was reviewed. Not editable.
DUTIES AND RESPONSIBILITIES	<p>This should describe the acquisition specific duties for the position. It should be in sentence case. Do not enter in all capital letters. Avoid acronyms. The Duty Titles of Product Manager, Project Manager, and Program Manager are reserved for those positions that have been designated as Board Selected PM Positions. Duty Titles should be descriptive, i.e., "Assistant Product Manager Logistics" instead of simply "APM". <b>*This position description should not exceed nine lines.</b></p>
RATER DUTY TITLE	Title of Rater
SENIOR RATER DUTY TITLE	Title of Senior Rater



# Section 5

## Additional Information

### Military Acquisition Position Reference Information

The following instructions describe in detail what information is needed and how to determine the proper data to enter in the fields on screen.

Users should consult current authorization documents (TDA or TOE) and applicable references (DOD 5000.52-M and DODI 5000.55) when making updates.

<b>UIC</b>	<i>Unit Identification Code.</i> Taken from unit's authorization document TOE or TDA (example: W4GGAA for TACOM, W27P11 for PEO STAMIS). UIC will automatically populate Command and Unit Name.
<b>Deriv UIC</b>	<i>Derivative Unit Identification Code.</i> Enter derivative UIC for positions not physically located with the parent organization.
<b>Command</b>	<i>Command Code.</i> Two-digit identifier to indicate a command (example: X1 for AMC, AE for AAESA). Note: This field will automatically be populated by the MAPL-RS based on UIC.
<b>MACOM</b>	<i>Major Command.</i> Enter the Major Command name (example: AAESA)
<b>Unit Name</b>	<i>Unit Name.</i> Enter the Organization Name (example: PEO STAMIS). Note: This field will automatically be populated by the MAPL-RS based on UIC.
<b>Location</b>	<i>Location.</i> Give the actual duty location of this position. If in the U.S., give the city and state abbreviation. Outside the U.S. give the city and country. Do not use punctuation. (example: Fort Belvoir VA or Shrivenham England).
<b>TDA Para</b>	<i>Table of Distribution and Allowance Paragraph.</i> Enter the position's FY00 TDA paragraph number.
<b>TDA Line</b>	<i>Table of Distribution and Allowance Paragraph.</i> Enter the position's FY00 TDA line number.
<b>Rank</b>	<i>Rank.</i> Enter the required rank for the position (example: CPT, MAJ, LTC, COL). Make selection from drop-down menu. This field will automatically populate the Grade field. (example: CPT will populate Grade as O3)

<b>PRC</b>	<p><i>Position Requirement Code.</i> Five digit alpha-numeric code comprised of the following codes:</p> <p>FA    Functional Area (example: 51)</p> <p>AOC   Area of Concentration (example: A)</p> <p>BR    Branch (example: 12)</p> <p>(example of PRC code: 51A12)</p>
<b>ASI1</b>	<p><i>Additional Skill Identifier 1.</i> This code is used to identify position as acquisition.</p> <p>Enter <b>4M</b> for CPT and MAJ requirements.</p> <p>Enter <b>4Z</b> for LTC and COL requirements.</p>
<b>ASI2</b>	<p><i>Additional Skill Identifier 2.</i> Enter second ASI if necessary. Example, for officers in rated aviation positions, enter the Aviation ASI for aircraft.</p>
<b>APC1</b>	<p><i>Acquisition Position Category.</i> This code identifies functional subsets of different acquisition positions.</p> <p>A = PROGRAM MANAGEMENT (Applies to PEO/PM, direct matrix support, and TRADOC positions not coded C,R,S, or T)</p> <p>C = CONTRACTING</p> <p>L = ACQUISITION LOGISTICS</p> <p>R = COMMUNICATIONS-COMPUTER SYSTEMS</p> <p>S = SYSTEMS PLANNING RESEARCH, DEVELOPMENT AND ENGINEERING</p> <p>T = TEST &amp; EVALUATION</p> <p>V = PROGRAM MANAGEMENT OVERSIGHT</p>
<b>MAPL Number</b>	<p><i>Military Acquisition Position List Number.</i> Each position has a unique MAPL number. This field is read-only and is not updateable by the user. MAPL number assignment will be done as a result of the MAPL Review Board.</p>

**APT**

*Acquisition Position Type.* Select the number corresponding to the proper description of the position from the information below. All Lieutenant Colonel and Colonel positions are critical acquisition positions by law and will be coded with a "1" or "2". Major and Captain positions are not critical acquisition positions and will be coded a "4".

- 1 = Critical Acquisition Position - but not a PM, DPM, Commander, Director, or Division Chief.
- 2 = Critical Acquisition Position - a PM, DPM, Commander, Director, or Division Chief.
- 3 = Developmental Acquisition Position - **this code is not used by the Army.**
- 4 = Acquisition position neither developmental nor critical.

**Component**

*Army Component.* Indicates the Army component of the position. Select one of the following from the drop-down menu:

- A = Active Army
- M = Medical Corps
- N = National Guard
- R = Reserve Component

**API**

*Acquisition Program Indicator.* This code applies only for PM and Deputy PM positions. **This will be left blank for all other positions.**

Blank = Not an ACAT I, II, or III PM or Deputy PM

- 1 = ACAT I PM or Deputy PM
- 2 = ACAT II PM or Deputy PM
- 9 = ACAT III PM or Deputy PM

**ACLREQ**

*Acquisition Career Level Required.* Enter the level at which the incumbent is required to be certified to fully perform the duties of the position.

- 1 = Career Level I (CPT)
- 2 = Career Level II (MAJ)
- 3 = Career Level III (LTC and COL)

## MER

*Military Essentiality Reason.* DAWIA requires that positions may be reserved for military fill only if it is:

- 1) determined that a member of the Armed Forces is required for the position by law, or
- 2) Essential for the performance of the duties, or
- 3) Necessary for other compelling reason

DoD has defined the following military essentiality reasons:

- A = Combat Readiness. All positions in a military unit whose mission includes the requirement to engage in or maintain readiness for military operations.
- B = Training. The position requires training which is military in nature.
- E = Military Background. The position requires current military experience for successful performance of its prescribed duties. Such required military experience must be of a first-hand nature acquired by participating in or conducting military operations, tactics, or systems operations.
- G = Security. Security requirements dictate that the position be filled by a service member.
- H = Discipline. The incumbent is required to exercise direct military discipline over military subordinates.
- L = Law. The law requires that the position be filled by a service member.
- V = Career Development. The position is required to provide adequate acquisition career paths for officer career development.

### **NOTE:**

**Most Captain and Major positions are under category "V", and most Lieutenant Colonel and Colonel positions are reserved under category "E". Commanders fall under the category "H". Contingency contracting officers in TOE units are under "A".**

**SAA**

*Special Acquisition Assignment.* Indicate the appropriate code if the position carries with it the following special assignments.

- A = Program Executive Officer
- B = Program/Project/Product Manager (PM)
- C = Deputy Program/Project/Product Manager (DPM)
- D = Senior Contracting Official. The Director and Deputy Directors of Contracting within: the office of the Secretary of a Military Department, Office of the Secretary of Defense, headquarters of a Military Department, headquarters of Defense Agencies, major command headquarters and subordinate headquarters, or in a major systems or logistics contracting activity
- E = Education, training, and career development position
- F = Contracting Officer. Warranted contracting officers above the small purchase threshold.
- G = A and F, above.
- H = B and F, above.
- J = C and F, above.
- K = D and F, above.
- L = Deputy PEO

**SRP**

*Special Requirements Position.* Indicate the following codes where applicable.

- 1 = JDAL (Joint Duty Authorization List) position. Also, include the position number in this block.
- 2 = CDPL. Centrally Designated Position List (PMs and Commanders).
- 3 = Ph.D. Indicates the position requires this level of education.
- 4 = Operational Flight position. Indicate the incumbent is required to be on flight status and specific aircraft qualifications include ASI for specific aircraft if required.
- 5 = 1 and 2, above
- 6 = 2 and 3, above
- 7 = 2 and 4, above
- 8 = 3 and 4, above

**ACS**

*Advanced Civil School Code.* Enter code for the Advanced Civil School Degree required or desired:

- BAT - Systems Acquisition Management
- BAX - Business Administration
- BBI - Information Technology Management
- BCF - Information Systems Management
- CCF - Structures Engineering
- CCX - Civil Engineering
- CEX - Chemical Engineering
- CFA - Aerospace Engineering
- CFB - Space Physics
- CFC - Space Systems Engineering
- CFD - Space Systems Ops
- CFX - Aeronautical Engineering
- CFZ - Astronautical Engineering
- CHX - Electrical Engineering
- CKH - Mechanical Engineering
- CLF - Nuclear Engineering
- CUB - Operations Research
- CUC - Opns Analysis Engineering
- CUD - Artificial Intelligence
- CUE - Computer Science
- CUG - Software Engineering
- CUI - Engineering Technology
- CUJ - Computer Engineering
- CUX - Systems Engineering
- CXX - Engineering
- CYY - Robotics Engineering
- DDX - Chemistry
- DHX - Mathematics
- DLX - Physics
- XXX - Other (Write in your requirement)

**APC2** *Acquisition Position Category 2.* This is the second APC field. This field is required for those positions with primary APC 'C'. Use the codes defined under Acq Pos Category.

**CCS-PRI** *Contracting Career Specialty - Primary. This field applies to APC 'C' only.*

Blank = Not Applicable

- 1 = Primarily Preaward Oriented
- 2 = Primarily Postaward Oriented
- 3 = Primarily Oriented to Cost and Price Analysis
- 4 = Both Preaward and Postaward Oriented
- 5 = Primarily Post, Station, Installation Oriented
- 6 = Contracting for Construction
- 8 = None of the above
- 9 = Unknown

**CCS-SEC** *Contracting Career Specialty - Secondary. This field applies to APC 'C' only.*

Blank = Not Applicable

- 1 = Involved in Acquisition of Information Resources
- 2 = 50% of time in support of/assigned to ACAT I program
- 3 = Both 1 and 2
- 4 = None of the Above
- 5 = Unknown

**TITLE** *Duty Title.* The duty title of the position. Please enter title with abbreviations as required, in all CAPS, and without punctuation.

Written Example: Program Executive Officer, Aviation  
Entered in MAPL-RS as: PEO AVIATION

**INCUMBENTS' SSNs** *Incumbents' Social Security Number.* List all SSNs of those officers currently assigned against the position.

**Position  
Description**

*Position Description.* This information should come from the incumbent's Officer Evaluation Report Support Form, DA Form 67-9-1. If this is a new position, a position description of the same form and length as would be placed on the OER Support Form should be developed. The Duty Titles of Product Manager, Project Manager, and Program Manager are reserved for those positions that have been designated as Board Selected PM Positions. Duty Titles should be descriptive, i.e., "APM Logistics" instead of simply "APM". Use sentence case when typing duty descriptions, please do not use all CAPs. **This description will not exceed nine lines.**

**Rater Duty Title**

*Rater's Duty Title.* Enter the duty title of the position's rater.

**SR Rater Duty  
Title**

*Senior Rater's Duty Title.* Enter the duty title of the position's senior rater.

Disposition Indicator. This field is automatically updated with the system date upon exit from record to reflect the position disposition as follows:

Blank = No disposition

- 1 = RETAINED/NO CHANGE: This is a position on the FY 98 MAPL that should remain unchanged on the FY 99 MAPL.
- 2 = RETAINED/ADMIN: This is a position on the FY 98 MAPL for which changes are necessary to update the FY 99 MAPL.
- 3 = ADD: A new job function **requires a new MAPL number**; typically, this replaces a deleted MAPL number. Grade/Rank changes constitute a new position and will be considered added.
- 4 = DELETE: This is a position on the FY 98 MAPL that should be deleted from the FY 99 MAPL.